

CMS

ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES

PAY PLAN

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Code 310

EFFECTIVE FOR FISCAL YEAR 1999
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**TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**

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AUTHORITY: Implementing and authorized by Section 8 and 8a of the Personnel Code [20 ILCS 415/8 and 8a.]

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SUBPART A: NARRATIVE

Section 310.20 Policy and Responsibilities

- a) It is the policy of the State of Illinois to provide fair and reasonable compensation to employees for service rendered.
- b) The policy and procedures expressed herein are controlling in matters of employee pay administration. It shall be the responsibility of each agency head:
 - 1) To submit promptly all proper and required personnel actions with justifications or other notices of changes affecting employee pay or pay status.
 - 2) To cause, within his/her agency, full compliance with all the provisions of this Part.

Section 310.30 Jurisdiction

All positions of employment in the service of the State of Illinois shall be subject to the provisions of this Part unless specifically excluded now, or hereafter, under Section 4(c)(General Exemptions) or Section 4(d) (Partial Exemptions) of the Personnel Code [20 ILCS 415/4(c) or (d)] or other pertinent legislation. Those positions to which jurisdiction of the Personnel Code has been or may be later extended shall also be subject to the Provisions of this Part.

Section 310.40 Pay Schedules

The attached Schedule of Salary Grades (Appendix B), Schedule of Rates (Subpart B), Medical Administrator Rates (Appendix C) and the Merit Compensation System (Subpart C) are hereby made a part of this Part. Each employee subject to this Part, except those whose rates of pay is determined under the Schedule of Rates (Subpart B) or the Merit Compensation System (Subpart C) of this Part, or Section 8(a) of the Personnel Code [20 ILCS 415/8a], shall be paid at a step in the appropriate salary grade in the Schedule of Salary Grades (Appendix B) for the class of position in which he/she is employed.

Section 310.50 Definitions

The following are definitions of certain terms and are for purposes of clarification as they affect the Schedule of Salary Grades (Appendix B) and Schedule of Rates (Subpart B), only. Subpart C of this Part contains the administrative features of the Merit Compensation System.

"Adjustment in Salary" -- A change in salary rate occasioned by a previously committed error or oversight, or required in the best interest of the State as defined in Subpart A, Sections 310.80 and 310.90, of this part.

"Base Salary" -- A dollar amount of pay specifically designated in the Schedule of Salary Grades (Appendix B) or Schedule of Rates (Subpart B). Base salary does not include overtime pay or shift differential pay or deductions for time not worked.

"Comparable Classes" -- Two or more classes that are in the same salary grade.

"Creditable Service" -- All service in full or regularly scheduled part-time pay status beginning with the date of initial employment or the effective date of the last salary increase which was at least equivalent to a full step. A new creditable service date will follow an increase of a step or more except for the following actions:

Superior performance increase.

A reevaluation resulting in a salary increase less than a step in the former salary grade.

Reallocation resulting in a salary increase less than a step increase in the former salary grade.

Adjustments as provided for in Section 310.80(f) of this Part, "which are approved to correct errors or oversights". (A new creditable service date will follow Section 310.80(f) adjustments in the best interest of the agency, unless the Director of Central Management Services determines such changes to be inequitable.)

"Demotion" -- The assignment for cause of an employee to a vacant position in a class in a lower salary grade than the former class.

"Differential" -- The additional compensation added to the base salary of an employee resulting from conditions of employment imposed on him/her during normal schedule of work.

"Entrance Salary" -- The initial base salary assigned to an employee on entering state service.

"In-hiring Rate" -- An in-hiring rate is a minimum rate/step for a class which is above the normal minimum of the range, as established by the approval from the Director of the Department of Central Management Services after a review of competitive market starting rates for similar classes.

"Promotion" -- The appointment of an employee, with the approval of the agency and the Department of Central Management Services, to a vacant position in a class in a higher salary grade than the former class.

"Reallocation" -- The change in the classification of an existing position resulting from significant changes in assigned duties and responsibilities.

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"Reevaluation" -- The assignment of a different salary grade to a class based upon change in relation to other classes or to the labor market.

"Salary Range" -- The dollar value represented by Steps 1c through 7 of a grade assigned to a class title.

"Satisfactory Performance Increase" -- An upward revision in the base salary from one designated step to the next higher step in the salary grade for that class as a result of having served the required amount of time at the former rate with not less than a satisfactory level of competence. (Satisfactory level of competence shall mean work, the level of which in the opinion of the agency head, is above that typified by the marginal employee.)

"Superior Performance" -- Performance characterized by work results substantially above a satisfactory level.

"Transfer" -- The assignment of an employee to a vacant position having the same salary grade.

"Work Year" -- That period of time determined by the agency and filed with the Department of Central Management Services in accordance with 80 Ill. Adm. Code 303.300 of the Department of Central Management Services rules.

Section 310.60 Conversion of Base Salary to Pay Period Units

For purposes of converting a base salary to an amount applicable for one pay period, the following methods of computation shall apply:

- a) An annual base salary shall be divided by the number of pay periods in one assigned year.
- b) A monthly base salary shall be divided by two on a semi-monthly payment schedule or shall be multiplied by twelve and the result divided by the number of pay periods in a work year on a payment schedule other than semi-monthly.
- c) A weekly base salary shall be multiplied by 52 and the result divided by the number of pay periods in a work year.
- d) A daily base salary shall be multiplied by the number of days actually worked in a pay period.
- e) An hourly base salary shall be multiplied by the number of hours actually worked in a pay period.

Section 310.70 Conversion of Base Salary to Daily or Hourly Equivalents

For purposes of determining the hourly or daily equivalent of a base salary, the following methods of computation shall apply:

- a) Payment for Vacation, Sick Leave* and Unused Compensatory Overtime Credits -- A daily (hourly) equivalent shall be determined by converting the base salary to an annual salary and dividing the result by the number of days (hours) usually worked in a year, according to the agency's normal work schedule as filed with the Department of Central Management Services.

* Sick leave earned prior to January 1, 1984 and after December 31, 1997 is not compensable. Sick leave earned and not used between January 1, 1984 and December 31, 1997 will be compensable at the current base daily rate times one-half of the total number of compensable sick days.

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- b) Payment for Fractional Part of a Specific Pay Period -- In those instances in which an employee is to be compensated at a rate that represents a number of work days (hours) that is less than the actual number of work days (hours) in the pay period, the formula to be used is: Monthly rate divided by two equals pay period rate; pay period rate divided by days (hours) scheduled equals daily (hourly) rate; daily (hourly) rate multiplied by days (hours) worked equals gross amount earned.
- c) Part-Time Work -- Part-time employees, whose base salary is other than an hourly or daily basis, shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work-days in the year.

Section 310.80 Increases in Pay

After the effective date of this Part, except as otherwise provided for in this Section, for employees occupying positions in classes that are paid in conformance with the Schedule of Salary Grades (Appendix B) specified herein, increases shall be granted as follows and will become effective the first day of the pay period following the date of approval:

- a) Satisfactory Performance Increase --
 - 1) Each employee who has not attained Step 7 of the relevant salary grade, and whose level of performance has been at a satisfactory level of competence, shall be successively advanced in pay to the next higher step in the salary grade after one year of creditable service in the same class.
 - 2) A satisfactory performance increase shall become effective on the first day of the month within which the required period of creditable service is reached.

- 3) No satisfactory performance increase may be given after the effective date of separation.
- b) Withholding Satisfactory Performance Increase -- As an inducement toward attainment of satisfactory level of competence, satisfactory performance increases may be withheld from the employee who has not achieved a satisfactory level of performance. Such action must be supported by:
 - 1) A performance record showing less than satisfactory performance. This must be prepared by the appropriate supervisor, discussed with the employee and approved by the agency head prior to the date the increase would otherwise become effective. The performance record will not be invalidated by refusal of an employee to sign. In such cases, an explanatory comment shall be made on the record by the supervisor. This record will be preserved by the agency.
 - 2) Notice of withholding of satisfactory performance increases to the Department of Central Management Services -- It shall be reported upon completion of action required by (1) above, but not later than the submission of the payroll reflecting the denial of the increase.
- c) Redetermination -- A satisfactory performance increase previously withheld shall be granted when the cause for withholding has been eliminated. Redetermination must be made at least annually. In such cases the increases will be effective the first day of the month following date of approval and will be preceded by the preparation and filing of a Performance Record within the agency indicating the attainment of satisfactory level of competence.
- d) Superior Performance Increase --
 - 1) The head of an agency may grant a superior performance increase to an employee who characteristically carries out his/her work activities in such a way that the results are substantially above a satisfactory level of performance.
 - 2) An employee shall be eligible for a superior performance increase after six months continuous service. A minimum of 18 months must elapse between superior performance increases. A superior performance increase shall be for one step in the relevant salary grade.
 - 3) A superior performance increase does not affect the creditable service anniversary date. A performance record supporting a superior performance increase award shall be retained by each agency head, and shall be available to the Director of Central Management Services upon request.
 - 4) During the fiscal year, the number of superior performance increases in an agency should not exceed one out of five employees.

e) Other Pay Increases --

- 1) Promotion and Reallocation -- Normally upon promotion or reallocation an employee shall be advanced to the lowest step in the new grade which represents at least a full step increase in the former grade. An equivalent of a full step for those employees on Step 7 shall be determined by the value difference between Steps 6 and 7 of the former pay grade. Any deviation requires prior written approval of the Director of Central Management Services. In determining the appropriateness of a request for a special salary treatment by an employing agency, the Director of Central Management Services will consider whether the need for the special salary treatment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.
- 2) Reevaluation -- If a higher salary grade is assigned to a class, the employee occupying the position in the class shall be advanced to the lowest step in the new grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of the reevaluation, a one-step increase will be granted immediately.
- 3) Separation & Subsequent Appointment -- Upon separation from a position of a given class and appointment within four calendar days to a position in a higher salary grade, an increase shall be given under the conditions and requirements applicable to promotions.
- f) Adjustment -- An employee may receive an upward adjustment in his/her base salary for the purpose of correcting a previous error, oversight or when the best interest of the agency and the State of Illinois will be served. Adjustments must have the prior approval of the Director of Central Management Services. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

Section 310.90 Decreases in Pay

Employees other than those whose base salaries are determined by the Schedule of Rates (Subpart B) shall have their salaries reduced only as specified below and shall become effective the first day of the pay period following date of approval:

- a) Demotion for Cause to a Lower Class -- Upon demotion, the employee's base salary will be reduced to Step 7 of the salary grade for the lower class if the current base salary is in excess thereof, or to the step in the lower salary grade which provides the salary nearest in amount, but less than, the current base salary, except that an employee demoted during a probationary period following promotion will have his/her salary reduced to the step in the lower salary grade which represents the salary had the employee not been promoted, and his/her previous creditable service date will be restored.
- b) Position Reallocated to a Lower Class -- The employee's base salary will be reduced to Step 7 of the lower salary grade, if in excess thereof, or to the step in the lower salary grade nearest in amount to, but in no case more than, the current base salary. However, as provided in Section 8(a) of the Personnel Code, the pay for an employee whose position is reallocated because of loss of duties and responsibilities after his/her appointment to such position, shall not be required to be lowered to an exact step for a period of one year. Where the base salary is identical to an exact step in the lower range, he/she shall be placed on this step with no further reduction required. An employee's creditable service date will not be affected.
- c) Voluntary Reduction to a Lower Class -- Upon the voluntary reduction of an employee to a vacant position in a class having a lower salary grade than the class from which the reduction was made, the employee's base salary will be reduced to Step 7 of the lower salary grade if in excess thereof, or to the step in the lower salary grade which provides the base salary nearest in amount, but less than, the current base salary, except that an employee who voluntarily requests a reduction to a lower class during a probationary period following promotion will have his/her salary reduced to the step in the salary grade which represents the salary had the employee not been promoted, and his/her previous creditable service date will be restored.
- d) Assignment of a Lower Salary Grade to a Class -- Upon assignment, an employee's base salary will be that step in the new salary grade nearest to, but not greater in amount than, that step being vacated in the former salary grade.
- e) Adjustment -- An employee may receive a downward adjustment in his/her base salary for the purpose of correcting a previous error or oversight or when the best interest of the agency and the State of Illinois will be served. Adjustments must have the prior approval of the Director of Central Management Services in writing. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

Section 310.100 Other Pay Provisions

- a) Transfer -- Upon the assignment of an employee to a vacant position in a class with the same salary grade as the class for the position being vacated, the employee's base salary will not be changed. Upon separation from a position of a given class and subsequent appointment to a position in the same salary grade, no increase in salary will be given.
- b) Entrance Salary -- Normally upon original entry to state service, an employee's base salary will be at Step 1c of the salary grade.

1) Qualifications above Minimum Requirements --

- A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specification, the entrance salary may be up to Step 3 as determined by the employing agency. The salary offered should not provide more than a 10% increase over the candidate's current salary.
- B) Such qualifications above the minimum requirements must possess documented support for higher than the Step 1c entrance salary. An entrance salary higher than Step 3 must have prior approval from the Director of Central Management Services.

- 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance step may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate shall be advanced to the new rate.
- 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment effective the first day of the month following date of approval.

- c) Differential and Overtime Pay -- An eligible employee may have an amount added to his/her base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:
 - 1) Shift Differential Pay -- An employee may be paid an amount in addition to his/her base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

2) Overtime Pay --

A) The Director of Central Management Services will maintain a list of titles whose incumbents are eligible for overtime at a time and one-half rate for all hours actually worked in excess of the normal work schedule in any given work week. Overtime shall be paid in cash only unless an employee requests compensatory time off at the time and one-half rate. Such request shall be considered and granted or denied by the agency in light of their operating needs. The employee shall make his/her choice known to the agency not later than the end of the work week in which the overtime was earned. If such compensatory time request is granted it shall be taken within the fiscal year it was earned at a time convenient to the employee and consistent with the operating needs of the agency. Accrued compensatory time not used by the end of the fiscal year in which it was earned shall be liquidated and paid in cash at the rate it was earned.

B) A list will also be maintained by the Director of Central Management Services of titles whose incumbents are eligible for straight-time overtime. Employees in these classes of positions who are assigned and perform work in excess of the normal work schedule as established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis, as determined by the agency in light of their operating needs, for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation.

3) Incentive Pay -- An employee may be paid an amount in addition to his/her base salary for work performed in excess of the normal work standard as determined by agency management. The additional compensation shall be at a wage rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

4) Extra Duty Pay -- An employee may be paid an amount in addition to his/her base salary for service in addition to the regular work schedule on a special work assignment. Additional compensation will be at a rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

- d) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily basis which will be computed from annual rates of salary and the total number of work days in the year.
- e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- f) Lump Sum Payment -- Shall be provided for accrued vacation, sick leave* and unused compensatory overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary lay-off (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum cannot be given in these transactions. Method of computation is explained in Section 310.70(a) of this Part.

AGENCY NOTE -- The method to be used in computing the lump sum payment for accrued vacation, sick leave* and unused compensatory overtime payment for an incumbent entitled to shift differential during his/her regular work hours will be to use his/her current base salary plus the shift differential pay.

* Sick leave earned prior to January 1, 1984 and after December 31, 1997 is not compensable. Sick leave earned and not used between January 1, 1984 and December 31, 1997 will be compensable at the current base daily rate times one-half of the total number of compensable sick days.

- g) Salary Treatment Upon Return From Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Educational Leave will be placed on the step which reflects satisfactory performance increases to which he/she would have been entitled during his/her period of leave. Creditable service date will be maintained. An employee returning to his/her former salary grade from any other leave of over fourteen days will be placed at the step on which he/she was situated prior to his/her leave, and his/her creditable service date will be extended by the duration of the leave.
- h) Salary Treatment Upon Reemployment --
 - 1) Upon the reemployment of an employee in a class with the same salary grade as the class for the position held before layoff, the employee will be placed at the same salary step as held at the time of the layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

- 2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the step in the lower salary grade which provides the base salary nearest in amount to, but less than, the current value of the step held at the time of layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.
- i) **Reinstatement** -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary or exceed the current value of the salary step held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.
- j) **Extended Service Payment** --
 - 1) Effective July 1, 1994, the Step 7 rate shall be increased by \$25.00 per month for those employees who have attained ten years of service and have three years of creditable service on Step 7 in the same pay grade.
 - 2) Effective July 1, 1994, the Step 7 rate shall be increased by \$50.00 per month for those employees who have attained fifteen years of service and have three years of creditable service on Step 7 in the same pay grade.
- k) **Bi-lingual Pay** -- Effective July 1, 1995, individual positions whose job descriptions require the use of sign language or a second language shall receive an additional 5% or \$100.00 per month, whichever is greater, in addition to the employee's base rate.

Section 310.110 Implementation of Pay Plan Changes for Fiscal Year 1999

- a) The rates of pay for all employees occupying positions subject to the Schedule of Salary Grades shall be as set out in Appendix B, Schedule of Salary Grades -- Monthly Rates of Pay for Fiscal Year 1999.

Section 310.120 Interpretation and Application of Pay Plan

The Director of Central Management Services shall determine the proper interpretation and application of each provision of the plan. The decision of the Director as to the proper interpretation or application of any such provision shall be final and binding upon all agencies and employees affected thereby, and all agencies and employees shall comply with the Director's decision, in the absence of a written opinion of the Attorney General or a written directive of the Civil Service Commission or a court order declaring the Director's decision to be unlawful.

Section 310.130 Effective Date

The effective date of this Pay Plan Narrative (Subpart A), Schedule of Rates (Subpart B), and Schedule of Salary Grades (Appendix B), shall be July 1, 1998.

SUBPART B: SCHEDULE OF RATES

Section 310.205 Introduction

An employee occupying a position for which the rate of pay is determined by one of the methods enumerated in this Subpart shall be paid a wage as specified.

Section 310.210 Prevailing Rate

The rate of pay for each class and locality certified as being correct by the Director of Labor and approved by the Director of Central Management Services; or, as established under "An Act regulating wages of laborers, mechanics, and other workmen employed in any public work by the state, county, or city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended [820 ILCS 130]. The following are prevailing rate classes:

Baker	Plasterer
Barber	Plumber
Beautician	Roofer
Brickmason	Sewage Plant Operator
Carpenter	Sign Hanger
Carpenter Foreman	Sign Hanger Foreman
Cement Finisher	Sign Painter
Electrician	Sign Painter Helper
Highway Construction Equipment Operator	Stationary Engineer
Laborer	Stationary Fireman
Laborer (Building)	Steamfitter
Machinist	Teacher of Barbering
Maintenance Worker (Power Plant)	Teacher of Beauty Culture
Motion Picture Operator	Tinsmith
Painter	Trades Tender
	Water Plant Operator

Section 310.220 Negotiated Rate

- a) The rate of pay for a class in any specific area, agency, or in a specific area for an agency as established and approved by the Director of Central Management Services after having conducted negotiations for this purpose; or, as certified as being correct and reported to the Director of Central Management Services for Specified operating and maintenance employees in the State of Illinois Building, Chicago, and by the Director of Labor for designated classifications in the City of Chicago.

- b) An employee occupying a position in a class normally subject to contract, but whose position is excluded from the bargaining unit, shall receive the contract rate and other compensation items specified by the contract, unless another specific provision has been established by the Director of Central Management Services.
- c) As provided in certain collective bargaining agreements, an employee may be paid at an appropriate higher rate when assigned to perform the duties of a higher level position. Eligibility for this pay and the amount thereof will be as provided in the contract.
- d) The negotiated rates of pay for classifications in specified operating agencies shall be as indicated in Appendix A of this Part.

Section 310.230 Part-time Daily or Hourly Special Services Rate

The rate of pay as approved by the Director of Central Management Services for persons employed on a consultative or part-time basis requiring irregular hours of work shall be as listed below, except the total compensation of an employee in any given month shall not exceed the monthly rate of Step 5 of the salary grade for the title as shown in the Schedule of Salary Grades (Appendix B) of this Part if the class title is subject to the Schedule of Salary Grades, or Step 5 of the negotiated salary range for classes of positions shown in Section 310.220, Subpart B, Schedule of Rates, or 75% of the maximum rate of those classes of positions subject to the provisions of the Merit Compensation System, Subpart C of this Pay Plan.

Account Technician II	11.00 to 14.08 (hourly) 83 to 106 (daily)
Apiary Inspector	8.28 to 10.15 (hourly)
Building/Grounds Laborer	5.15 to 6.00 (hourly)
Building/Grounds Lead I	5.15 to 7.00 (hourly)
Building/Grounds Lead II	5.25 to 8.00 (hourly)
Building/Grounds Maintenance Worker	5.15 to 6.00 (hourly)
Chaplain I	39 to 70 (daily)
Chemist I	39 to 45 (daily)
Conservation/Historic Preservation Worker	5.15 to 6.50 (hourly)
Conservation/Historic Preservation Worker (2nd season -- site interpretation)	5.15 to 6.50 (hourly)
Conservation/Historic Preservation Worker (3rd season -- site interpretation)	5.15 to 6.50 (hourly)
Dentist I	70 to 150 (daily)
Dentist II	100 to 185 (daily)
Educator	39 to 85 (daily)
Educator Aide	39 (daily)
Guard II	67 to 84 (daily)
Guard III	75 to 96 (daily)

Hearing and Speech Advanced Specialist	15 to 30 (hourly)
Hearings Referee	75 to 200 (daily)
Janitor I	5.15 to 5.30 (hourly)
Labor Maintenance Lead Worker	5.15 to 6.00 (hourly)
Labor Reiations Investigator	39 to 70 (daily)
Laborer (Maintenance)	5.15 to 5.70 (hourly)
Maintenance Worker	5.15 to 5.00 (hourly)
Occupational Therapist Program Coordinator	40 to 160 (daily)
Office Aide	8.12 to 10.71 (hourly)
	60 to 80 (daily)
Office Assistant	9.16 to 12.36 (hourly)
	68 to 93 (daily)
Office Associate	9.80 to 13.44 (hourly)
	73 to 101 (daily)
Office Clerk	8.58 to 11.49 (hourly)
	64 to 86 (daily)
Optometrist	15 to 35 (hourly)
	50 to 160 (daily)
Physician	100 to 300 (daily)
Physician Specialist (A)	20 to 60 (hourly)
	100 to 325 (daily)
Physician Specialist (B)	20 to 70 (hourly)
	100 to 350 (daily)
Physician Specialist (C)	20 to 105 (hourly)
	100 to 360 (daily)
Physician Specialist (D)	20 to 115 (hourly)
	100 to 370 (daily)
Podiatrist	50 to 125 (daily)
Psychologist I	39 to 80 (daily)
Psychologist II	40 to 125 (daily)
Psychologist III	40 to 150 (daily)
Recreation Worker I	5.33 (hourly)
	40 to 45 (daily)
Registered Nurse I	39 to 54 (daily)
Registered Nurse I (2nd or 3rd shift)	41 to 56 (daily)
Registered Nurse I (Cook County)	43 to 58 (daily)
Registered Nurse I (Cook County -	44 to 59 (daily)
2nd or 3rd shift)	
Registered Nurse II	43 to 58 (daily)
Registered Nurse II (2nd or 3rd shift)	44 to 59 (daily)
Registered Nurse II (Cook County)	45 to 60 (daily)
Registered Nurse II (Cook County -	47 to 62 (daily)
2nd or 2rd shift)	
Revenue Tax Specialist I	11.56 to 16.16 (hourly)
	86 to 122 (daily)

Social Worker II	39 to 75 (daily)
Social Worker III	39 to 80 (daily)
Student Worker	5.15 to 8.00 (hourly)
Technical Advisor II	32 to 35 (hourly)
Technical Advisor III	32 to 60 (hourly)
Veterinarian II	95 to 130 (daily)

Section 310.240 Hourly Rate

Rates of pay for employees whose work is of an irregular nature and whose compensation is based on an hourly rate shall be computed as follows:

For classes having salary ranges consisting of steps --

Conversion of the applicable salary step to an annual amount and dividing the result by the number of working hours in a year according to the normal work schedule of that class for the agency.

Section 310.250 Member, Patient and Inmate Rate

The rates of pay for all members, patients and inmates shall be as decided by the head of the operating agency in accordance with the agency's administrative policy and reported to the Director of the Department of Central Management Services.

Section 310.260 Trainee Rate

Rates of pay for employees working in Trainee classes or in other classes pursuant to a Trainee Program shall conform to those set forth in the applicable Trainee Program or to salary grades approved for such training classes. Trainee rates will normally be less than the entrance rate for the class for which training is being conducted unless otherwise approved by the Director of Central Management Services.

Section 310.270 Legislated and Contracted Rate

The rate of pay for employees occupying positions which require payment in accordance with specified rates set forth in legislation or by contract. The positions and rates of pay in this section are as follows:

	<u>Annual Salary</u>
Arbitrator	\$85,748

When an Arbitrator is serving as an acting Commissioner of the Illinois Industrial Commission, the appropriate rate will be the same as the rate set for a Commissioner.

Section 310.280 Designated Rate

The rate of pay for a specific position or class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan shall be only as designated by the Governor.

<u>Department of Commerce & Community Affairs</u>	<u>Annual Salary</u>
Economic Development Representative II (Pos. No. 12932-42-35-110-10-02)	\$51,912
Private Secretary II (Pos. No. 34202-42-00-000-01-02)	\$46,188
Public Information Officer IV (Pos. No. 37004-42-00-005-10-01)	\$56,184
Public Service Administrator (Pos. No. 37015-42-35-140-20-01)	\$69,528
<u>Department of Insurance</u>	<u>Annual Salary</u>
Senior Public Service Administrator (Pos. No. 40070-14-00-000-00-06)	\$100,992
<u>Department of Human Services</u>	<u>Annual Salary</u>
Medical Administrator I, Option D (Pos. No. 26401-10-79-006-00-21)	\$142,368

Medical Administrator I, Option D \$131,250
 (Pos. No. 26401-10-81-903-10-22)

Public Service Administrator \$67,428
 (Pos. No. 37015-10-23-200-00-42)

Senior Public Service Administrator \$105,480
 (Pos. No. 40070-10-81-920-00-21)

Department of Natural Resources

	<u>Annual Salary</u>
Administrative Assistant II (Pos. No. 00502-12-30-000-20-01)	\$50,520

Department of State Police

	<u>Annual Salary</u>
Senior Public Service Administrator (Pos. No. 40070-21-10-000-00-01)	\$104,150.16

Section 310.290 Out-of-State or Foreign Service Rate

The rate of pay for employees occupying positions which require payment in accordance with the economic conditions and social legislation of another state or foreign country. An adjustment may be made to the salary of an employee stationed in a foreign country to compensate for a change in the currency exchange rate. The Director of the Department of Central Management Services will, before approving an adjustment, consider the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

Title	Range	Effective Fiscal Year 1999
Foreign Service Economic Development Executive I	3354 - 5988	
Foreign Service Economic Development Executive II	4295 - 7848	
Foreign Service Economic Development Representative	2850 - 5134	
Office Administrator IV (States Other Than California and New Jersey) (CA, NJ)	2240 - 3876 2532 - 4381	

(Section 310.290)

Office Assistant (Foreign Service)	1771 - 2390
Office Associate (States Other Than California and New Jersey) (CA, NJ)	1894 - 2597 2141 - 2935
Office Coordinator (States Other Than California and New Jersey) (CA, NJ)	1967 - 2709 2223 - 3063
Public Service Administrator (States Other Than California and New Jersey) (CA, NJ)	3004 - 6565 3396 - 7422
Revenue Auditor I (States Other Than California and New Jersey) (CA, NJ)	2680 - 3828 3029 - 4328
Revenue Auditor II (States Other Than California and New Jersey) (CA, NJ)	3123 - 4524 3531 - 5114
Revenue Auditor III (States Other Than California and New Jersey) (CA, NJ)	3485 - 5081 3939 - 5743
Revenue Auditor Trainee (States Other Than California and New Jersey) (CA, NJ)	2233 - 3122 2525 - 3530
Revenue Tax Specialist I (States Other Than California and New Jersey) (CA, NJ)	2233 - 3122 2525 - 3530
Revenue Tax Specialist II (States Other Than California and New Jersey) (CA, NJ)	2443 - 3458 2761 - 3909
Revenue Tax Specialist Trainee (States Other Than California and New Jersey) (CA, NJ)	2042 - 2836 2309 - 3206
Senior Public Service Administrator (States Other Than California and New Jersey) (CA, NJ)	4139 - 9726 4679 - 10994

Section 310.300 Educator Schedule for RC-063 and HR-010

The rates of pay for employees occupying or appointed to an Educator position shall be as determined in the following paragraphs of this Section and as shown in Appendix A, Table T and Table Y, of this Part.

- a) Selection of the appropriate salary schedule shall be based on the institutional school year.
- b) Selection of the appropriate salary lane will be based on application of subsection (a) above, and the level of academic status attained by the incumbent that relates to the educational programs of the employing agency. All hours beyond bachelor's level must be approved by the agency as applicable to their programs.
- c) All provisions of Subpart A of this Part, with the exception of Section 310.100, shall apply to incumbents of the Educator positions.
- d) Upon furnishing evidence of the satisfactory completion of required course work, the employee shall be advanced in pay to the same numbered step in the appropriate salary lane. Such increases in the rate of pay shall be effective on the first day of the pay period following approval.

Section 310.310 Physician Specialist Rate

Upon furnishing evidence of American Board Certification in accordance with the requirements provisions of the class specification for Physician Specialist, an incumbent shall advance from a step in the residency option to the same numbered step of the certification option of their speciality. Such increase in the rate of pay shall be effective on the first day of the pay period following the date of approval.

Section 310.320 Annual Compensation Ranges for Executive Director and Assistant Executive Director, State Board of Elections

As provided in P.A. 83-0941 and subject to Sections 8 and 8a of the Personnel Code [20 ILCS 415/8 and 8a], the State Board of Elections shall determine the annual compensation of its Executive Director and Assistant Executive Director consistent with the following:

	<u>Annual Salary</u>
Executive Director	Equivalent to Salary Range MC-15 as set forth in 310. Appendix D
Assistant Executive Director	Equivalent to Salary Range MC-13 as set forth in 310. Appendix D

Section 310.410 Jurisdiction

The Merit Compensation System shall apply to all classes of positions so designated in the ALPHABETIC INDEX OF POSITION TITLES.

Section 310.420 Objectives

The principal objectives of the Merit Compensation System are:

- a) To provide for recognition of and reward for difference in individual employee performance.
- b) To provide standard methods and procedures for establishing and applying rates of pay.
- c) To insure internal equity and consistency within and between departments and agencies at all locations of the state.
- d) To establish and maintain fair and competitive salary ranges consistent with the economic interests of the State of Illinois.

Section 310.430 Responsibilities

- a) It shall be the responsibility of each agency head:
 - 1) To cause, within the agency, full compliance with all provisions of the Merit compensation System.
 - 2) To submit promptly all proper and required personnel actions with justifications or other notices of changes affecting employee pay or pay status.
- b) It shall be the responsibility of the Department of Central Management Services:
 - 1) To develop procedures and techniques as required for the implementation and for the standardization of the application of the Merit Compensation System.
 - 2) To develop and maintain classification standards and salary range rankings for all positions subject to the System.
 - 3) To review and approve employees' rates of pay and personnel changes for compliance with established policy and procedures.

Section 310.440 Merit Compensation Salary Schedule

- a) The Merit Compensation Salary Schedule attached at the end of the Pay Plan as Appendix D is hereby made a part of the Merit Compensation System.
- b) The Salary Schedule shall consist of a series of salary ranges, each composed of a minimum, midpoint, and maximum rate.

Section 310.450 Procedures for Determining Annual Merit Increases

- a) An annual merit increase is an in-range salary adjustment for demonstrated performance.
- b) Eligibility for an annual merit increase shall be determined by the following conditions:
 - 1) Each employee will be eligible for a merit review after attaining 12 months creditable service. The employee's immediate supervisor shall prepare an Individual Development and Performance Evaluation form prior to the Performance Review Date, and discuss the results with the employee.
 - 2) Should the Individual Development and Performance review result in the employee not being eligible for an annual merit increase due to provisions of Section 310.450(d), or should the employee's base rate be at the maximum rate of pay of the salary range assigned to the employee's position, the employee will not be eligible for an annual merit increase until 12 months of additional creditable service has been accrued.
- c) Based upon the results of the Individual Development and Performance Evaluation, the employees' immediate supervisor shall determine whether the employee's performance warrants or does not warrant an annual merit increase.
- d) The amount of an annual merit increase recommendation shall be determined by use of the Merit Increase Guidechart of Section 310.540 if the employee's Individual Development and Performance Evaluation has on the Performance Review Date been evaluated at a Category 3 or higher level. An employee whose Individual Development and Performance Evaluation has on the Performance Review Date been evaluated at Category 4 shall not receive an increase in the present base salary. However, in no event is the resulting salary to be lower than the minimum or higher than the maximum rate of pay of the respective salary range assigned to the employee's position.
- e) The employee's immediate supervisor shall prepare a performance Certification and Salary Increase Recommendation form indicating whether or not the employee is eligible for an annual merit increase and the amount thereof.

- f) The employee's immediate supervisor shall forward the Individual Development and Performance Evaluation records and Performance Certification and Salary Increase Recommendation records to the agency head or a designated authority for review and approval.
- g) Annual merit increase in pay shall become effective the first day of the month in which the employee's Performance Review Date occurs.

Section 310.455 Intermittent Merit Increase

Until further amendment, Intermittent Merit Increases are suspended.

- a) An Intermittent Merit Increase may be proposed by a supervisor when one of the following conditions have been met: Outstanding performance of a substantial project; outstanding performance by a manager or supervisor that greatly improves operating efficiency; performance significantly beyond standards for a sustained period. The supervisor must document the circumstances justifying the merit increase.
- b) An Intermittent Merit Increase may be awarded in any whole dollar amount up to 5% of current base salary. An Intermittent Merit Increase may be awarded to an employee not more often than once in a six month period.
- c) The increase must have the prior approval of the agency Director and the Director of Central Management Services.

Section 310.460 Other Pay Increases

- a) Promotion

Normally upon promotion an employee shall be advanced in salary by an amount equivalent to between 8 and 15 percent of the current base salary. In no event is the resulting salary to be lower than the minimum rate of the salary range to which the employee is being promoted or greater than the maximum of the new salary range. Upon promotion the employee shall receive a new creditable service date.

b) Reallocation

Upon reallocation, an employee shall be advanced in salary to a rate of pay that is the equivalent of 5 percent above the current base salary. However, in no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the new salary range. A reallocation will not affect the creditable service date of the employee, unless an increase of 10% or greater is provided to move the employee to the minimum salary of the new title.

c) Reevaluation

If a higher salary range is assigned to a class, the employee occupying a position in the class normally shall be advanced the equivalent of 5 percent of the current base salary. However, in no event is the resulting salary to be lower than the minimum or higher than the maximum rate of the new salary range. The creditable service date of an employee will not be changed due to the reevaluation of the class the employee occupies, unless an increase of 10% or greater is provided to move the employee to the minimum salary of the new range.

d) Separation and Subsequent Appointment

Upon separation from a position of a given class and appointment within four calendar days to a position in a higher salary range, an increase shall be given under the conditions and requirements applicable to promotions, paragraph (a) above.

Section 310.470 Adjustment

An employee may receive an upward adjustment in base salary for the purpose of correcting a previous error or oversight or, when the best interests of the agency and the State of Illinois will be served. Such adjustments must have the prior approval of the Director of Central Management Services. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

A salary adjustment greater than either 3% or \$150.00 will create a new creditable service date.

Section 310.480 Decreases in Pay

Employees subject to this Part shall have their salaries reduced only as specified below. Any reduction in salary shall become effective on the first day of the month following approval of the reduction.

- a) Demotion for Cause to a Lower Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof. An employee demoted during a probationary period following promotion will have the base salary reduced to the same salary the employee received before being promoted and the previous creditable service date will be restored.
- b) Position Reallocated to a Lower Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof. However, as provided in Section 8(a) of the Personnel Code, the pay of an employee whose position is reallocated because of duties and responsibilities after appointment to such position shall not be required to be lowered to a salary within the range for a period of one year.
- c) Voluntary Reduction to a Lower Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof. However, an employee who voluntarily requests a reduction during a probationary period following a promotion will have the base salary reduced to the same salary in the lower salary range from which the employee was promoted and the previous creditable service date will be restored.
- d) Assignment of a Lower Salary Range to a Class -- If the employee's current base salary is within the lower salary range, it shall be retained without change, but shall be reduced to the maximum of the lower salary range if in excess thereof.
- e) Adjustment -- An employee may receive a downward adjustment in base salary for the purpose of correcting a previous error or oversight or when the best interest of the agency or the State of Illinois will be served. Adjustments must have the prior approval of the Director of Central Management Services in writing. In determining the appropriateness of a request for a salary adjustment by an employing agency, the Director of Central Management Services will consider whether the need for the adjustment is substantial, whether the action is consistent with the treatment of other similar situations, and whether the action is equitable in view of the particular circumstances prompting the request.

Section 310.490 Other Pay Provisions

- a) Transfer -- Upon assignment of an employee to a vacant position in a class with the same salary range as the class for the position being vacated, the employee's base salary will not be changed. Upon separation and subsequent appointment to a position in the same salary range, no increase in salary will be given.
- b) Entrance Salary -- Normally upon entry to state service, an employee's base salary will be at the minimum salary of the salary range.

1) Qualifications Above Minimum Requirements --

- A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specification, the employing agency may grant an entrance salary up to the midpoint of the first half of the salary range; however, this shall not provide more than a 10% increase over the candidate's current salary. Such qualifications above the minimum requirements must possess documented support for higher than the minimum entrance salary.
- B) An entrance salary above the middle of the first half of the salary range must have prior approval of the Director of Central Management Services. This approval will be based on consideration of the candidate's training and experience exceeding the requirements of the class, prior salary history, particular staffing requirements of an agency, and labor market influence on recruitment needs.
- 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance salary may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate of pay shall be advanced to the new rate.
- 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment, effective the first day of the month following the date of assignment.
- c) Differential and Overtime Pay -- An eligible employee may have an amount added to the base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:
 - 1) Shift Differential Pay -- An employee may be paid an amount in addition to the base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

- 2) Overtime Pay -- The Director of the Department of Central Management Services shall maintain a listing of classes of positions subject to the provisions of the Merit Compensation System who are eligible for overtime compensation. Classes in salary ranges MC 6 and below are eligible for straight-time overtime unless exceptions are determined by the Director of Central Management Services. Classes above MC 6 may be added to the list when requested by an agency and approved by the Director of Central Management Services in consideration of need of the agency and relationship to eligible titles. Employees in these classes of positions who are assigned and perform work in excess of the normal work schedule as established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation. Any exception to the above provisions for overtime compensation shall be approved by the Director of the Department of Central Management Services. Such exceptions must be requested by the employing agency and will be determined on the basis of the special nature of the situation, a substantial need to provide overtime compensation and a significant number of hours worked beyond the normal work schedule, and will be granted only for a specified time period for which the special situation is expected to exist.
- d) Part-time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.
- e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstance.

f) Lump Sum Payment -- Shall be provided for accrued vacation, sick leave* and unused compensatory overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary layoff (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum payments cannot be given in these transactions. Methods of computation are explained in Section 310.520(a) of the Merit Compensation System.

AGENCY NOTE: The method to be used in computing the lump sum payment for vacation, sick leave* and unused compensatory overtime for an incumbent entitled to shift differential during the regular work hours will be to use the current base salary plus the shift differential pay.

* Sick leave earned prior to January 1, 1984 and after December 31, 1997 is not compensable. Sick leave earned and not used between January 1, 1984 and December 31, 1997 will be compensable at the current base daily rate times one-half of the total number of compensable sick days.

g) Salary Treatment upon Return from Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Education Leave will have his/her salary established as determined appropriate by the employing agency and approved by the Director of Central Management Services. However, in no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range. Creditable service date will be maintained. An employee returning to his/her former salary range from any other leave of over fourteen days will be placed at the salary which the employee received prior to the leave and the creditable service date will be extended by the duration of the leave.

h) Employees in classes which are made subject to the Merit Compensation System after July 1, 1979, will retain their current salary, except that in no event is the resultant salary to be lower than the minimum rate or higher than the maximum rate of the new salary range.

i) Extra Duty Pay -- An employee may be paid an amount in addition to the base salary for services in addition to the regular work schedule on a special assignment. Additional compensation will be a rate and manner as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

j) Salary Treatment Upon Reemployment --

- 1) Upon the reemployment of an employee in a class with the same salary range as the class for the position held before layoff, the employee will be placed at the same salary as held at the time of the layoff, and his creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.
- 2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the same salary as held at the time of layoff, except that if this exceeds the maximum of the new range, the employee will be placed at that maximum salary. The creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

k) Reinstatement -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary, or exceed the salary rate held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.

l) Bilingual Pay -- Effective July 1, 1995, individual positions whose job descriptions require the use of sign language or a second language shall receive an additional 5% or \$100.00 per month, whichever is greater, in addition to the employee's base rate.

m) Clothing or Equipment Allowance -- An employee may be paid an amount in addition to his/her base salary to compensate for clothing or equipment which is required in the performance of assigned duties. The amount will be determined by the Director of the employing agency, and will require approval of the Director of the Department of Central Management Services. The Director of the Department of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstance.

Section 310.495 Broad-Band Pay Range Classes

Broad-band pay range classes shall be covered by all provisions of the Merit Compensation System except for the provisions identified in the following subsections:

- a) Salary Range -- The salary range for broad-band classes shall be as set out in Appendix G.

- b) Entrance Salaries -- The Director or Chairman of the Department, Board or Commission shall review the education, training and experience of an employee to be placed in the broad-band class and determine the employee's initial rate of pay.
 - 1) The salary assigned an employee shall take into account the duties, education, training and experience of the employee to assure reasonable pay equity among employees in the same class.
 - 2) A report of the resultant rate of pay shall be provided to the Director of the Department of Central Management Services on the form provided for that purpose.
 - 3) An entrance salary should not provide more than a 10% increase over the candidate's prior salary without the prior approval of the Director of the Department of Central Management Services.
- c) Salary Adjustment -- Salary adjustments for positions in broad-band classes may be made by the employing agency where the employee has been given substantial additional responsibilities but will remain in the same classification. An increase of between 5% and 10% of current base salary may be given where the substantial additional responsibilities are documented on an updated job description and reflected on the organization chart.
- d) Movement between Salary Systems -- Salary treatment on movement of an employee between one position in the broad-band class series and another position outside of the broad-band class series will be as recommended by the employing agency and approved by the Director of the Department of Central Management Services.
- e) Salary Treatment upon Initial Placement of Positions in Other Occupational Broad-Band Classes -- For the purpose of establishing salary treatment upon initial placement of positions, it is necessary to determine the "lowest corresponding Merit Compensation grade." The Merit Compensation range with a minimum salary closest to, but not lower than, that of the broad-band range minimum is known as the "lowest corresponding Merit Compensation grade."
 - 1) The incumbent of a position with a current salary grade maximum equal to or greater than the maximum of the "lowest corresponding Merit Compensation grade" will be placed in the broad-band range with no change in salary.
 - 2) The incumbent of a position with a current salary range maximum less than the maximum of the "lowest corresponding Merit Compensation grade" will be placed in the broad-band range with a 5% increase in current base salary. However, in no event shall the resulting salary be lower than the minimum or higher than the maximum rate of the new salary range. The creditable service date of an employee will not be changed unless an increase of 10% or greater is provided to move the employee to the minimum of the new range.

Section 310.500 Definitions

The following are definitions of certain terms and are for purposes of clarification as they affect the Merit Compensation System only.

"Adjustment in Salary" -- A change in salary occasioned by previously committed error or oversight, or required in the best interest of the agency or the state as defined in Sections 310.470 and 310.480 of this Subpart.

"Base Salary" -- The dollar amount of pay of an employee as determined under the provisions of the Merit Compensation System. Base salary does not include overtime pay or shift differential pay or deductions for time not worked.

"Creditable Service" -- All service in full or regularly scheduled part-time pay status beginning with the date of initial employment or the effective date of the last in-grade or promotional salary increase. Reevaluations and reallocations will not affect the creditable service date. Adjustments (Section 310.470) "for the purpose of correcting a previous error or oversight" shall not result in a change in the creditable service date; however, adjustments in "the best interests of the agency" shall result in a new creditable service date unless the Director of the Department of Central Management Services determines such changes to be inequitable.

"Comparable classes" -- Two or more classes that are in the same Salary Range.

"Demotion" -- The assignment for cause of an employee to a vacant position in a class in a lower salary range than the former class.

"Differential" -- The additional compensation added to the base salary of an employee resulting from conditions of employment imposed during the normal schedule of work.

"Entrance Salary" -- The initial base salary assigned to an employee upon entering State service.

"Intermittent Merit Increase" -- An Intermittent Merit Increase is an increase in monthly base salary, other than the annual merit increase awarded to a merit compensation employee based on performance.

"Maximum Rate of Pay" -- The highest rate of pay for a given salary range.

"Midpoint Salary" -- The rate of pay that divides the rate range of a salary range into two equal parts.

"Minimum Rate of Pay" -- The lowest rate of pay for a given salary range. Normally the minimum rate of pay represents the salary to be paid a qualified employee who is appointed to a position in a class assigned to a given salary range.

"Performance Review" -- The required review of an employee's on-the-job performance as measured by a specific set of criteria.

"Performance Review Date" -- The date on which the annual merit increase must be made effective if a performance review indicates it is appropriate. Actual performance review procedures are to be completed prior to the effective date of any recommendation to allow sufficient time for the records to be processed by the originating agency.

"Promotion" -- The appointment of an employee, with the approval of the agency and the Department of Central Management Services, to a vacant position in a class in a higher salary range than the former class.

"Reallocation" -- The change in the classification of a position resulting from significant changes in assigned duties and responsibilities.

"Reevaluation" -- The assignment of a different salary range to a class of positions based upon a change in relation to other classes or to the labor market.

"Salary Range" -- The dollar values encompassed by the minimum and maximum rates of pay of a salary range assigned to a class title.

"Transfer" -- The assignment of an employee to a vacant position in a class having the same salary range.

"Work Year" -- That period of time determined by the agency and filed with the Department of Central Management Services in accordance with 80 Ill. Adm. Code 303.300 of the Department of Central Management Services.

Section 310.510 Conversion of Base Salary to Pay Period Units

For purposes of converting a base salary to an amount applicable for one pay period, the following methods of computation shall apply:

- a) An annual base salary shall be divided by the number of pay periods in one assigned year.
- b) A monthly base salary shall be divided by two on a semi-monthly payment schedule, or shall be multiplied by twelve and the results divided by the number of pay periods in a work year on a payment schedule other than semi-monthly.
- c) A weekly base salary shall be multiplied by 52 and the result divided by the number of pay periods in a work year.
- d) A daily base salary shall be multiplied by the number of days actually worked in a pay period.
- e) An hourly base salary shall be multiplied by the number of hours actually worked in a pay period.

Section 310.520 Conversion of Base Salary to Daily or Hourly Equivalents

For purposes of determining the hourly or daily equivalent of a base salary, the following methods of computation shall apply:

- a) Payment for Vacation and Overtime Credits -- A daily (hourly) equivalent shall be determined by converting the base salary to an annual salary and dividing the result by the number of days (hours) usually worked in a year, according to the agency's normal work schedule as filed with the Department of Central Management Services.
- b) Payment for Fractional Part of a Specific Pay Period -- In those instances in which an employee is to be compensated at a rate that represents a number of work days (hours) that is less than the actual number of work days (hours) in the pay period, the formula to be used is: monthly rate divided by two equals pay period rate; pay period rate divided by days (hours) scheduled equals daily (hourly) rate; daily (hourly) rate multiplied by days (hours) worked equals gross amount earned.
- c) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

Section 310.530 Implementation

- a) The salary schedule for the Merit Compensation System for Fiscal Year 1999 will continue as set forth in Appendix D of the Pay Plan.
- b) The Merit Increase Guidechart for Fiscal Year 1999 as set forth in Section 310.540 of the Pay Plan.

Section 310.540 Annual Merit Increase Guidechart for Fiscal Year 1999

<u>Category</u>	<u>Definition</u>	<u>Increase</u>
Category 1	Exceptional	0% to 5% + \$125
Category 2	Accomplished	0% to 3% + \$125
Category 3	Acceptable	0% to 3%
Category 4	Unacceptable	\$0

APPENDIX A
Negotiated Rates of Pay

Section 310. TABLE A HR-190 (Department of Central Management Services -- State of Illinois Building -- SEIU)

<u>Building Services Worker</u>		<u>Mo.</u>	<u>Hr.</u>
3 or more years of employment	07-01-98	2096.70	12.05
2nd year of employment	07-01-98	1922.70	11.05
1st year of employment	07-01-98	1748.70	10.05

<u>Elevator Operator</u>	<u>Operator</u>		<u>Asst Starter</u>		<u>Starter</u>		
	<u>Mo.</u>	<u>Hr.</u>	<u>Mo.</u>	<u>Hr.</u>	<u>Mo.</u>	<u>Hr.</u>	
3 or more years of employment	07-01-98	2150.64	12.36	2185.44	12.56	2202.84	12.66
2nd year of employment	07-01-98	1976.64	11.36	2011.44	11.56	2028.84	11.66
1st year of employment	07-01-98	1802.64	10.36	1837.44	10.56	1854.84	10.66

NOTE: Employees hired before 7/1/97 will earn the full rate.

Section 310. TABLE AA NR-916 (Department of Natural Resources, Teamsters)

Effective: July 1, 1997

Cartographer III	2585	4535
Civil Engineer I	2520	3870
Civil Engineer II	2685	4390
Civil Engineer III	2960	4915
Civil Engineer Trainee	2365	3250
Engineering Technician I	1420	2585
Engineering Technician II	1730	3100
Engineering Technician III	2120	3695
Engineering Technician IV	2605	4795
Technical Manager I	1995	3485

NOTE: Employees shall receive a one-time \$565 lump sum payment, effective July 1, 1997.

Section 310.TABLE B HR-200 (Department of Labor -- Chicago, Illinois -- SEIU)

<u>Elevator Operator</u>	<u>Operator</u>		<u>Asst Starter</u>		<u>Starter</u>		
	<u>Mo.</u>	<u>Hr.</u>	<u>Mo.</u>	<u>Hr.</u>	<u>Mo.</u>	<u>Hr.</u>	
3 or more years of employment	07-01-98	2150.64	12.36	2185.44	12.56	2202.84	12.66
2nd year of employment	07-01-98	1976.64	11.36	2011.44	11.56	2028.84	11.66
1st year of employment	07-01-98	1802.64	10.36	1837.44	10.56	1854.84	10.66

NOTE: Employees hired before 7/1/97 will earn the full rate.

Section 310.TABLE D HR-001 (Teamsters, Local #726)

A) Department of Transportation - Division of Highways - Emergency Patrol - Northeast Region - (Cook)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Highway Maintainer	3490.00	20.06
(New Hire 7/1/97 - 6/30/98)	2814.00	16.17
(New Hire 7/1/98 - 6/30/99)	2618.00	15.05
Highway Maintenance Lead Worker	3619.00	20.80
Highway Maintenance Lead Worker (Lead Lead Worker)	3669.00	21.09
Maintenance Worker	3434.00	19.74

B) Department of Transportation - Division of Highways - Northeast Region - (Cook)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Heavy Construction Equipment Operator	3489.00	20.05
Heavy Construction Equipment Operator (Bridge Crew)	3558.60	20.45
Highway Maintainer	3390.00	19.48
(New Hire 7/1/97 - 6/30/98)	2734.00	15.71
(New Hire 7/1/98 - 6/30/99)	2543.00	14.62
Highway Maintainer (Bridge Crew)	3459.60	19.88
(New Hire 7/1/97 - 6/30/98)	2788.95	16.03
(New Hire 7/1/98 - 6/30/99)	2594.70	14.91
Highway Maintainer (Drill Rig)	3489.00	20.05
(New Hire 7/1/97 - 6/30/98)	2813.00	16.17
(New Hire 7/1/98 - 6/30/99)	2617.00	15.04

(Section 310.TABLE D HR-001)

Highway Maintainer (Tractor Mower)	3390.00	19.48
(New Hire 7/1/97 - 6/30/98)	2734.00	15.71
(New Hire 7/1/98 - 6/30/99)	2543.00	14.62
Highway Maintenance Lead Worker	3519.00	20.22
Highway Maintenance Lead Worker (Bridge Crew)	3588.60	20.62
Highway Maintenance Lead Worker (Lead Lead Worker)	3569.00	20.51
Highway Maintenance Lead Worker (Lead Lead Worker - Bridge Crew)	3638.60	20.91
Laborer (Maintenance)	3298.00	18.95
Maintenance Worker	3334.00	19.16

C) Departments of Human Services, Public Health and Employment Security - Northeast Region - (Cook)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3390.00	19.48
Maintenance Equipment Operator (Dispatcher)	3564.00	20.48
Maintenance Worker	3243.00	18.64

D) Departments of Central Management Services, Children and Family Services, Human Services and Public Aid - Northeast Region - (Cook)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Grounds Supervisor	3276.00	18.83
Grounds Supervisor (Chicago-Read)	3443.00	19.79
Grounds Supervisor (Supervising Tractor Trailer Drivers)	3563.00	20.48
Maintenance Equipment Operator	3390.00	19.48
Maintenance Equipment Operator (Tractor Trailer)	3451.00	19.83
Maintenance Equipment Operator (Tractor Trailer - Dept of Human Services)	3416.10	19.63
Maintenance Worker	3243.00	18.64
Maintenance Worker (Chicago-Read)	3390.00	19.48

Section 310.TABLE E RC-020 (Teamsters, Local #330)

A) Departments of Children and Family Services, Employment Security, and Human Services
(Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3390.00	19.48

B) Department of Transportation - Division of Highways - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Bridge Mechanic	3423.00	19.67
Bridge Tender	3222.00	18.52
Highway Maintenance Lead Worker	3519.00	20.22
Highway Maintenance Lead Worker (Bridge Crew)	3588.60	20.62
Highway Maintenance Lead Worker (Lead Lead Worker)	3569.00	20.51
Highway Maintainer (New Hire 7/1/97 - 6/30/98)	3390.00	19.48
Highway Maintainer (New Hire 7/1/98 - 6/30/99)	2734.00	15.71
Highway Maintainer (Bridge Crew) (New Hire 7/1/97 - 6/30/98)	2543.00	14.61
Highway Maintainer (Bridge Crew) (New Hire 7/1/98 - 6/30/99)	3459.60	19.88
Highway Maintainer (Drill Rig) (New Hire 7/1/97 - 6/30/98)	2788.95	16.03
Highway Maintainer (Drill Rig) (New Hire 7/1/98 - 6/30/99)	2594.70	14.91
Highway Maintainer (Drill Rig) (New Hire 7/1/98 - 6/30/99)	3489.00	20.05
Janitor I	2813.00	16.17
Janitor II	2617.00	15.04
Janitor I	3097.00	17.80
Janitor II	3128.00	17.98
Labor Maintenance Lead Worker	3354.00	19.28
Laborer (Maintenance)	3298.00	18.95
Maintenance Worker	3334.00	19.16
Power Shovel Operator (Maintenance)	3489.00	20.05
Power Shovel Operator (Maintenance) (Bridge Crew)	3558.60	20.45
Security Guard I	3124.00	17.95
Security Guard II	3172.00	18.23
Silk Screen Operator	3494.00	20.08

C) Department of Central Management Services - Division of Vehicles - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Janitor I	3097.00	17.80
Janitor II	3128.00	17.98
Maintenance Equipment Operator (all divisions)	3390.00	19.48
Maintenance Worker	3334.00	19.16
Security Guard I	3124.00	17.95
Security Guard II	3172.00	18.23

D) Department of Corrections (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will) (Alternative Pension Formula)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3489.00	20.05

Section 310. TABLE F RC-019 (Teamsters, Local #25)

A) Department of Transportation - Division of Highways - Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Bridge Mechanic	3423.00	19.67
Bridge Tender	3222.00	18.52
Deck Hand	3295.00	18.94
Ferry Operator I	3420.00	19.66
Ferry Operator II	3470.00	19.94
Highway Maintenance Lead Worker	3519.00	20.22
Highway Maintenance Lead Worker (Bridge Crew)	3588.60	20.62
Highway Maintenance Lead Worker (Lead Lead Worker)	3569.00	20.51
Highway Maintainer (New Hire 7/1/97 - 6/30/98)	3390.00	19.48
(New Hire 7/1/98 - 6/30/99)	2734.00	15.71
Highway Maintainer (Bridge Crew) (New Hire 7/1/97 - 6/30/98)	3459.60	19.88
(New Hire 7/1/98 - 6/30/99)	2788.95	16.03
Highway Maintainer (Drill Rig) (New Hire 7/1/97 - 6/30/98)	3489.00	20.05
(New Hire 7/1/98 - 6/30/99)	2813.00	16.17
Janitor I (including Office of Administration)	3097.00	17.80
Janitor II (including Office of Administration)	3128.00	17.98
Laborer (Maintenance)	3298.00	18.95
Labor Maintenance Lead Worker	3354.00	19.28
Maintenance Worker (Including Office of Administration)	3334.00	19.16
Power Shovel Operator (Maintenance)	3489.00	20.05
Power Shovel Operator (Maintenance) (Bridge Crew)	3558.60	20.45
Security Guard I (including Office of Administration)	3124.00	17.95
Security Guard II (including Office of Administration)	3172.00	18.23
Silk Screen Operator	3494.00	20.08

B) Department of Central Management Services - Division of Vehicles - Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

(Section 310.TABLE F RC-019)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Janitor I	3097.00	17.80
Janitor II	3128.00	17.98
Maintenance Equipment Operator (all divisions)	3390.00	19.48
Maintenance Worker	3334.00	19.16
Security Guard I	3124.00	17.95
Security Guard II	3172.00	18.23

C) Department of Human Services - Lincoln Developmental Center

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Laborer (Maintenance)	3298.00	18.95

D) Departments of Children and Family Services, Employment Security, Human Services Public Aid, State Police, Veterans' Affairs - Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3390.00	19.48

E) Department of Corrections - (All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Maintenance Equipment Operator	3489.00	20.05

F) Department of Transportation - Division of Highways - Emergency Patrol - District #8

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Highway Maintainer (New Hire 7/1/97 - 6/30/98)	3490.00	20.06
(New Hire 7/1/98 - 6/30/99)	2814.00	16.17
Highway Maintenance Lead Worker	2618.00	15.05
Highway Maintenance Lead Worker (Lead Lead Worker)	3619.00	20.80
	3644.00	20.94

G) Department of Natural Resources

	<u>July 1, 1998</u>	
	<u>Mo.</u>	<u>Hr.</u>
Power Shovel Operator (Maintenance)	3489.00	20.05

Section 310. TABLE G RC-045 (Automotive Mechanics, IFPE)

A) Departments of Central Management Services and Transportation - Northeast Region - (Cook)

	<u>July 1, 1998</u>
	<u>Mo.</u>
Auto & Body Repairer	3222
Automotive Attendant I	1867
Automotive Attendant II	2017
Automotive Mechanic	3222
Automotive Parts Warehouser	3094
*Storekeeper I	3033
*Storekeeper II	3096

*Serving as Automotive Parts Warehousers in Cook County.

B) Departments of Agriculture, Central Management Services, Conservation and Transportation - (All Other Counties Except Cook)

	<u>July 1, 1998</u>
	<u>Mo.</u>
Auto & Body Repairer	3192
Automotive Attendant I	1867
Automotive Attendant II	2017
Automotive Mechanic	3192
Automotive Parts Warehouser	3087
Automotive Parts Warehouser Specialist	3155
Small Engine Mechanic	2838

C) Department of Corrections - (All Other Counties Except Cook) (Alternative Retirement Formula)

	<u>July 1, 1998</u>
	<u>Mo.</u>
Auto & Body Repairer	3288
Automotive Attendant I	1923
Automotive Attendant II	2078
Automotive Mechanic	3288

Section 310.TABLE H RC-006 (Corrections Employees, AFSCME)

Effective: July 1, 1998

	S T E P S										
	1c	1b	1a	1	2	3	4	5	6	7	
Canine Specialist	2569	2644	2722	2803	2934	3067	3194	3322	3455	3658	
Commissary Clerk	1583	1629	1677	1725	1779	1830	1888	1946	1999	2098	
Commissary Manager I	1633	1680	1728	1779	1831	1897	1953	2010	2071	2169	
Correctional Officer	2113	2174	2238	2304	2398	2494	2595	2689	2790	2942	
Correctional Officer Trainee	1813	1865	1920	1976	2048	2126	2200	2280	2357	2478	
Correctional Sergeant	2313	2381	2451	2524	2632	2737	2855	2963	3078	3254	
Corrections Agricultural Lead Worker	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405	
Corrections Agriculture Supervisor	2654	2733	2813	2895	3031	3168	3298	3439	3575	3781	
Corrections Clerk I	2113	2174	2238	2304	2398	2494	2595	2689	2790	2942	
Corrections Clerk II	2313	2381	2451	2524	2632	2737	2855	2963	3078	3254	
Corrections Cook I	1803	1855	1910	1965	2032	2103	2183	2257	2331	2453	
Corrections Cook II	1934	1991	2049	2108	2200	2281	2366	2450	2534	2674	
Corrections Food Service Supervisor I	2313	2381	2451	2524	2632	2737	2855	2963	3078	3254	
Corrections Food Service Supervisor II	2530	2604	2680	2759	2885	3015	3143	3271	3403	3599	
Corrections Grounds Supervisor	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405	
Corrections Identification Technician	2205	2270	2337	2406	2501	2610	2713	2817	2922	3087	
Corrections Industry Lead Worker	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405	
Corrections Laundry Manager I	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405	
Corrections Locksmith	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405	
Corrections Maintenance Craftsman	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405	
Corrections Maintenance Worker	2205	2270	2337	2406	2501	2610	2713	2817	2922	3087	
Corrections Medical Technician	2205	2270	2337	2406	2501	2610	2713	2817	2922	3087	
Corrections Printer	2313	2381	2451	2524	2632	2737	2855	2963	3078	3254	
Corrections Residence Counselor I	2205	2270	2337	2406	2501	2610	2713	2817	2922	3087	
Corrections Supply Supervisor I	2313	2381	2451	2524	2632	2737	2855	2963	3078	3254	
Corrections Supply Supervisor II	2530	2604	2680	2759	2885	3015	3143	3271	3403	3599	

(Section 310.TABLE H RC-006)

Corrections Transportation Officer I	2313	2381	2451	2524	2632	2737	2855	2963	3078	3254
Corrections Transportation Officer II	2569	2644	2722	2803	2934	3067	3194	3322	3455	3658
Corrections Utilities Operator	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405
Corrections Vocational Instructor	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405
Educator Aide	1934	1991	2049	2108	2200	2281	2366	2450	2534	2674
Housekeeper II	1583	1629	1677	1725	1779	1830	1888	1946	1999	2098
Pest Control Operator	1934	1991	2049	2108	2200	2281	2366	2450	2534	2674
Property & Supply Clerk II	1681	1729	1780	1831	1899	1956	2024	2087	2151	2259
Social Service Aide Trainee	1536	1580	1626	1674	1728	1783	1831	1892	1942	2039
Storekeeper I	1947	2003	2062	2123	2200	2287	2365	2457	2534	2668
Storekeeper II	2107	2169	2233	2299	2393	2485	2585	2678	2767	2920
Stores Clerk	1633	1680	1728	1779	1831	1897	1953	2010	2071	2169
Youth Supervisor I	1934	1991	2049	2108	2200	2281	2366	2450	2534	2674
Youth Supervisor II	2113	2174	2238	2304	2398	2494	2595	2689	2790	2942
Youth Supervisor III	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405
Youth Supervisor Trainee	1813	1865	1920	1976	2048	2126	2200	2280	2357	2478

Section 310. TABLE I RC-009 (Institutional Employees, AFSCME)

Effective July 1, 1998

	S T E P S									
	1c	1b	1a	1	2	3	4	5	6	7
Activity Program Aide I	1454	1498	1543	1589	1651	1717	1783	1853	1923	2017
Activity Program Aide II	1500	1545	1591	1639	1702	1769	1835	1908	1981	2076
Apparel/Dry Goods Specialist I	1500	1545	1591	1639	1702	1769	1835	1908	1981	2076
Apparel/Dry Goods Specialist II	1599	1647	1696	1747	1815	1884	1956	2032	2112	2216
Apparel/Dry Goods Specialist III	1996	2056	2118	2182	2273	2363	2460	2550	2636	2785
Clinical Laboratory Associate	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165
Clinical Laboratory Phlebotomist	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078
Clinical Laboratory Technician I	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
Clinical Laboratory Technician II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Commissary Clerk	1487	1532	1578	1625	1677	1727	1783	1839	1891	1987
Commissary Manager I	1535	1581	1628	1677	1728	1792	1846	1901	1961	2056
Commissary Manager II	1657	1707	1758	1811	1881	1953	2028	2106	2187	2295
Cook I	1582	1629	1678	1728	1794	1849	1915	1976	2038	2143
Cook II	1714	1765	1818	1873	1945	2022	2098	2179	2264	2377
Educator Aide	1828	1883	1939	1997	2086	2165	2247	2329	2410	2546
Facility Assistant Fire Chief	1908	1965	2024	2085	2169	2247	2334	2421	2509	2652
Facility Fire Safety Coordinator	1908	1965	2024	2085	2169	2247	2334	2421	2509	2652
Facility Firefighter	1766	1819	1874	1930	1994	2073	2144	2220	2293	2412
Florist II	1828	1883	1939	1997	2086	2165	2247	2329	2410	2546
Institutional Maintenance Worker	1642	1691	1742	1794	1858	1919	1988	2053	2122	2237
Laboratory Assistant	1441	1484	1529	1575	1628	1681	1728	1787	1835	1930
Laboratory Associate I	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
Laboratory Associate II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Licensed Practical Nurse I	1760	1813	1867	1923	1994	2075	2151	2235	2307	2431
Licensed Practical Nurse II	1846	1901	1958	2017	2106	2185	2270	2354	2438	2595
Locksmith	2413	2484	2557	2633	2749	2868	2987	3104	3220	3405
Mental Health Technician I	1500	1545	1591	1639	1702	1769	1835	1908	1981	2076
Mental Health Technician II	1599	1647	1696	1747	1815	1884	1956	2032	2112	2216
Mental Health Technician III	1657	1707	1758	1811	1881	1953	2028	2106	2187	2295
Mental Health Technician IV	1714	1765	1818	1873	1945	2022	2098	2179	2264	2377
Mental Health Technician V	1778	1831	1886	1943	2017	2098	2177	2262	2347	2477
Mental Health Technician VI	1798	1852	1908	1965	2040	2122	2204	2289	2375	2498

(Section 310. TABLE I RC-009)

Mental Health Technician	1401	1443	1486	1531	1575	1628	1677	1724	1774	1865
Trainee I										
Musician	1657	1707	1758	1811	1881	1953	2028	2106	2187	2295
Pest Control Operator	1760	1813	1867	1923	1994	2075	2151	2235	2307	2431
Physical Therapy Aide I	1454	1498	1543	1589	1651	1717	1783	1853	1923	2017
Physical Therapy Aide II	1599	1647	1696	1747	1815	1884	1956	2032	2112	2216
Physical Therapy Aide III	1778	1831	1886	1943	2017	2098	2177	2262	2347	2477
Rehabilitation Workshop Instructor I	1657	1707	1758	1811	1881	1953	2028	2106	2187	2295
Rehabilitation Workshop Instructor II	1846	1901	1958	2017	2106	2185	2270	2354	2438	2595
Residential Care Worker	1778	1831	1886	1943	2017	2098	2177	2262	2347	2477
Residential Care Worker Trainee	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
Security Therapy Aide I	2001	2061	2123	2187	2278	2371	2469	2561	2659	2806
Security Therapy Aide II	2196	2262	2330	2400	2505	2607	2722	2827	2938	3109
Security Therapy Aide III	2293	2362	2433	2506	2619	2734	2850	2964	3076	3256
Security Therapy Aide Trainee	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Social Service Aide I	1657	1707	1758	1811	1881	1953	2028	2106	2187	2295
Social Service Aide II	1778	1831	1886	1943	2017	2098	2177	2262	2347	2477
Social Service Aide Trainee	1441	1484	1529	1575	1628	1681	1728	1787	1835	1930
Support Services Supervisor I	1760	1813	1867	1923	1994	2075	2151	2235	2307	2431
Support Services Supervisor II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Support Services Worker II	1487	1532	1578	1625	1677	1727	1783	1839	1891	1987
Support Services Worker III	1582	1629	1678	1728	1794	1849	1915	1976	2038	2143
Transportation Coordinator	2091	2154	2219	2286	2378	2484	2584	2685	2787	2947
Transportation Officer I	2196	2262	2330	2400	2505	2607	2722	2827	2938	3109
Veterans Nursing Assistant - Certified	1657	1707	1758	1811	1881	1953	2028	2106	2187	2295

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310. TABLE J RC-014 (Clerical Employees, AFSCME)

Effective July 1, 1998

	S T E P S										
	1c	1b	1a	1	2	3	4	5	6	7	
Account Clerk I	1490	1535	1581	1628	1683	1739	1794	1847	1901	1995	
Account Clerk II	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165	
Account Technician I	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466	
Account Technician II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715	
Administrative Services Worker Trainee	1364	1405	1447	1490	1531	1575	1627	1674	1720	1799	
Aircraft Dispatcher	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715	
Aircraft Lead Dispatcher	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007	
Audio Visual Technician I	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078	
Audio Visual Technician II	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356	
Buyer Assistant	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466	
Check Issuance Machine Operator	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356	
Clerical Trainee		TR									
Communication Dispatcher	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356	
Communication Equipment Technician I	2444	2517	2593	2671	2799	2928	3051	3175	3304	3501	
Communication Equipment Technician II	2716	2797	2881	2967	3119	3265	3417	3561	3710	3934	
Communication Equipment Technician III	2870	2956	3045	3136	3293	3448	3611	3767	3922	4162	
Court Reporter	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152	
Data Processing Assistant	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078	
Data Processing Operator	1441	1484	1529	1575	1628	1681	1728	1787	1835	1930	
Data Processing Operator Trainee	1364	1405	1447	1490	1531	1575	1627	1674	1720	1799	
Drafting Worker	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579	
Electronic Equipment Installer/Repairer	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466	
Electronic Equipment Installer/Repairer Leadworker	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715	
Electronics Technician	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152	
Emergency Response Lead Telecommunicator	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715	
Emergency Response Telecommunicator	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466	
Engineering Technician II	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851	
Engineering Technician III	2330	2400	2472	2546	2664	2785	2902	3022	3144	3329	
Executive Secretary I	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579	
Graphic Arts Designer	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007	
Graphic Arts Technician	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715	

(Section 310. TABLE J RC-014)

Industrial Commission Reporter	2330	2400	2472	2546	2664	2785	2902	3022	3144	3329
Industrial Commission Technician	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Insurance Analyst I	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Insurance Analyst II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Insurance Analyst Trainee	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165
Intermittent Clerk	8.39	8.65	8.90	9.17	9.42	9.69	10.01	10.30	10.58	11.07
Library Aide I	1401	1443	1486	1531	1575	1628	1677	1724	1774	1865
Library Aide II	1490	1535	1581	1628	1683	1739	1794	1847	1901	1995
Library Aide III	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165
Library Technical Assistant	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
Lottery Telemarketing Representative	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Microfilm Laboratory Technician I	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165
Microfilm Laboratory Technician II	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Microfilm Operator I	1441	1484	1529	1575	1628	1681	1728	1787	1835	1930
Microfilm Operator II	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078
Microfilm Operator III	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
Office Aide	1364	1405	1447	1490	1531	1575	1627	1674	1720	1799
Office Assistant	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078
Office Associate	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
Office Clerk	1441	1484	1529	1575	1628	1681	1728	1787	1835	1930
Office Coordinator	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Photographer I	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Photographer II	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
Photographer III	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
Photographic Technician I	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Photographic Technician II	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
Photographic Technician III	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
Procurement Representative	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Property & Supply Clerk I	1441	1484	1529	1575	1625	1677	1726	1774	1829	1923
Property & Supply Clerk II	1535	1581	1628	1677	1728	1792	1846	1901	1961	2056
Property & Supply Clerk III	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
Property Tax Examiner	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Rehabilitation Case Coordinator I	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165
Rehabilitation Case Coordinator II	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Reproduction Service Technician I	1490	1535	1581	1628	1683	1739	1794	1847	1901	1995
Reproduction Service Technician II	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356

(Section 310. TABLE J RC-014)

Reproduction Service Technician III	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Safety Responsibility Analyst	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Storekeeper I	1840	1895	1952	2011	2086	2170	2246	2335	2410	2540
Storekeeper II	1996	2056	2118	2182	2273	2363	2460	2550	2636	2785
Storekeeper III	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
Stores Clerk	1487	1532	1578	1625	1677	1727	1783	1839	1891	1987
Switchboard Operator I	1490	1535	1581	1628	1683	1739	1794	1847	1901	1995
Switchboard Operator II	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165
Telecommunications Field Advisor	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
Telecommunications Field Advisor Lead Worker	2444	2517	2593	2671	2799	2928	3051	3175	3304	3501
Telecommunicator	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Telecommunicator - Command Center	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
Telecommunicator Call Taker	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
Telecommunicator Lead Call Taker	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
Telecommunicator Lead Specialist	2444	2517	2593	2671	2799	2928	3051	3175	3304	3501
Telecommunicator Lead Worker	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
Telecommunicator Lead Worker - Command Center	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
Telecommunicator Specialist	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
Telecommunicator Trainee	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
Vehicle Permit Evaluator	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Veterans Service Officer Associate	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310. TABLE K RC-023 (Registered Nurses, INA)

Effective July 1, 1998

	S T E P S						
	1	2	3	4	5	6	7
Child Welfare Nurse Specialist	3100	3245	3401	3557	3785	3860	3938
Corrections Nurse 1	2897	3032	3174	3312	3527	3597	3669
Corrections Nurse 11	3255	3407	3570	3736	3974	4054	4135
Health Facilities Surveillance Nurse	3100	3245	3401	3557	3785	3860	3938
Nursing Act Assistant Coordinator	3292	3460	3620	3786	4023	4104	4186
Registered Nurse I	2759	2889	3022	3156	3359	3426	3495
Registered Nurse II	3100	3245	3401	3557	3785	3860	3938

Section 310. TABLE L RC-008 (Boilermakers)

Effective September 1, 1997

	Minimum Salary	Maximum Salary
Boiler Safety Specialist	3,684.99	4,652.33

Section 310.TABLE M RC-110 (Conservation Police Lodge)

Effective July 1, 1998

	S T E P S						
	1	2	3	4	5	6	7
Conservation Police Officer I	2874	3012	3157	3309	3469	3636	3723
Conservation Police Officer II	0000	0000	3302	3455	3613	3708	3922

LONGEVITY BONUS RATES

Conservation Police Officer I

9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3899	4087	4087	4200	4401	4622	4622	4622	4845

Conservation Police Officer II

9 Yrs	10 Yrs	14 Yrs	15 Yrs	17.5 Yrs	20 Yrs	21 Yrs	22.5 Yrs	25 Yrs
3957	4144	4144	4338	4540	4759	4817	5040	5276

Section 310.TABLE N RC-010 (Professional Legal Unit, AFSCME)

Effective July 1, 1998

	S T E P S									
	1c	1b	1a	1	2	3	4	5	6	7
Hearings Referee	3203	3299	3398	3500	3682	3863	4044	4231	4409	4682
Hearings Referee - Intermittent	19.71	20.30	20.91	21.54	22.66	23.77	24.89	26.04	27.13	28.81
Technical Advisor I	2444	2517	2593	2671	2799	2928	3051	3175	3304	3501
Technical Advisor II	2716	2797	2881	2967	3119	3265	3417	3561	3710	3934
Technical Advisor III	3203	3299	3398	3500	3682	3863	4044	4231	4409	4682

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310.TABLE O RC-028 (Paraprofessional Human Services Employees, AFSCME)

Effective July 1, 1998

	S T E P S											
	1c	1b	1a	1	2	3	4	5	6	7		
Apparel Dry Goods Specialist III	1996	2056	2118	2182	2273	2363	2460	2550	2636	2785		
Assistant Reimbursement Officer	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165		
Child Development Aide III	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466		
Clinical Laboratory Associate	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165		
Clinical Laboratory Technician I	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466		
Clinical Laboratory Technician II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715		
Compliance Officer	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007		
Conservation Resource Technician I	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466		
Conservation Resource Technician II	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851		
Construction Supervisor I	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851		
Construction Supervisor II	2330	2400	2472	2546	2664	2785	2902	3022	3144	3329		
Crime Scene Investigator	3030	3121	3215	3311	3481	3649	3819	3993	4159	4418		
Data Processing Administrative Specialist	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007		
Data Processing Specialist	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715		
Data Processing Technician	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356		
Data Processing Technician Trainee	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078		
Dental Assistant	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258		
Dental Hygienist	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715		
Electroencephalograph Technician	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258		
Environmental Equipment Operator I	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715		
Environmental Equipment Operator II	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007		
Environmental Protection Technician I	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258		
Environmental Protection Technician II	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466		
Hearing & Speech Technician I	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078		
Hearing & Speech Technician II	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356		

(Section 310.TABLE O RC-028)

Historic Site Interpreter	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Historic Site Lead I	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
Historic Site Lead II	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
Housekeeper II	1441	1484	1529	1575	1625	1677	1726	1774	1829	1923
Inhalation Therapist	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
Intermittent Unemployment Insurance Technician	9.48	9.76	10.06	10.36	10.71	11.05	11.43	11.79	12.17	12.79
Laboratory Assistant	1441	1484	1529	1575	1628	1681	1728	1787	1835	1930
Laboratory Associate I	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
Laboratory Associate II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Legal Research Assistant	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
Licensed Practical Nurse I	1760	1813	1867	1923	1994	2075	2151	2235	2307	2431
Licensed Practical Nurse II	1846	1901	1958	2017	2106	2185	2270	2354	2438	2595
Medical Records Assistant	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Medical Records Technician	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Office Administrative Specialist	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Office Specialist	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Pharmacist Lead Technician	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
Pharmacist Technician	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078
Public Aid Eligibility Assistant	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
Radiologic Technologist	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Radiologic Technologist Program Coordinator	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Ranger	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
Rehabilitation Counselor Aide I	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
Rehabilitation Counselor Aide II	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Senior Ranger	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
Site Technician I	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
Site Technician II	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Social Service Community Planner	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
State Police Crime Information Evaluator	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
State Police Evidence Technician I	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
State Police Evidence Technician II	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
Statistical Research Technician	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
Veterans Service Officer	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
Vocational Instructor	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310.TABLE P RC-029 (Paraprofessional Investigatory and Law Enforcement Employees, 1FPE)

Effective: July 1, 1998

	S T E P S						
	1	2	3	4	5	6	7
Agricultural Products Promoter	2307	2406	2504	2598	2698	2851	2908
Animal & Animal Products Investigator	2421	2522	2636	2736	2842	3007	3067
Apiary Inspector	1628	1681	1728	1787	1835	1930	1968
Breath Alcohol Analysis Technician	2537	2647	2755	2868	2975	3152	3215
Commodities Inspector	2025	2098	2178	2255	2336	2466	2514
Drug Compliance Investigator	3682	3863	4044	4231	4409	4682	4776
Environmental Protection Legal Investigator I	2212	2295	2391	2477	2572	2715	2769
Environmental Protection Legal Investigator II	2421	2522	2636	2736	2842	3007	3067
Explosives Inspector I	2421	2522	2636	2736	2842	3007	3067
Explosives Inspector II	2799	2928	3051	3175	3304	3501	3571
Fingerprint Technician	2212	2295	2391	2477	2572	2715	2769
Fire Prevention Inspector I	2537	2647	2755	2868	2975	3152	3215
Fire Prevention Inspector II	2952	3089	3229	3362	3496	3704	3778
Guard I	1683	1739	1794	1847	1901	1995	2036
Guard II	1868	1935	2009	2073	2144	2258	2303
Guard III	2110	2188	2277	2362	2442	2579	2631
Licensing Assistant	1799	1863	1926	1989	2055	2165	2208
Licensing Investigator I	2110	2188	2277	2362	2442	2579	2631
Licensing Investigator II	2421	2522	2636	2736	2842	3007	3067
Licensing Investigator III	2537	2647	2755	2868	2975	3152	3215
Licensing Investigator IV	2799	2928	3051	3175	3304	3501	3571
Liquor Control Special Agent I	2307	2406	2504	2598	2698	2851	2908
Motorist Assistance Specialist	1799	1863	1926	1989	2055	2165	2208
Plant & Pesticide Specialist I	2664	2785	2902	3022	3144	3329	3396
Plant & Pesticide Specialist II	2952	3089	3229	3362	3496	3704	3778
Plumbing Inspector	3119	3265	3417	3561	3710	3934	4012
Polygraph Examiner I	2952	3089	3229	3362	3496	3704	3778
Polygraph Examiner II	3293	3448	3611	3767	3922	4162	4245
Polygraph Examiner III	3682	3863	4044	4231	4409	4682	4776
Products & Standards Inspector	2421	2522	2636	2736	2842	3007	3067
Security Officer	2212	2295	2391	2477	2572	2715	2769
Security Officer Sergeant	2307	2406	2504	2598	2698	2851	2908
Seed Analyst I	2110	2188	2277	2362	2442	2579	2631
Seed Analyst II	2212	2295	2391	2477	2572	2715	2769
Site Security Officer	1868	1935	2009	2073	2144	2258	2303

Truck Weighing Inspector	2025	2098	2178	2255	2336	2466	2514
Vehicle Compliance Inspector	2537	2647	2755	2868	2975	3152	3215
Vehicle Emissions Compliance Inspector	2212	2295	2391	2477	2572	2715	2769
Vital Records Quality Control Inspector	2212	2295	2391	2477	2572	2715	2769
Warehouse Claims Specialist	3119	3265	3417	3561	3710	3934	4012
Warehouse Examiner	2537	2647	2755	2868	2975	3152	3215
Warehouse Examiner Specialist	2799	2928	3051	3175	3304	3501	3571
Well Inspector I	2421	2522	2636	2736	2842	3007	3067
Well Inspector II	2799	2928	3051	3175	3304	3501	3571

NOTE: Those employees (non-sworn) on Step 7 who have attained 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade shall receive a longevity increase of \$50 per month.

RC-029 Alternative Retirement Formula Schedule

Effective: July 1, 1998

	S T E P S							LONGEVITY		
	1	2	3	4	5	6	7	10 Yrs	13 Yrs	15 Yrs
Arson Investigator I	2869	2989	3113	3238	3429	3498	3568	3618	3668	3718
Arson Investigator II	3182	3326	3463	3601	3815	3891	3969	4019	4069	4119
Commerce Commission	2869	2989	3113	3238	3429	3498	3568	3618	3668	3718
Police Officer I										
Commerce Commission	3182	3326	3463	3601	3815	3891	3969	4019	4069	4119
Police Officer II										
Licensing Investigator III	2613	2726	2838	2954	3064	3247	3311	0000	0000	0000
Police Officer I	2869	2989	3113	3238	3429	3498	3568	3618	3668	3718
Police Officer II	3182	3326	3463	3601	3815	3891	3969	4019	4069	4119
Police Officer III	3392	3551	3719	3880	4040	4287	4372	4422	4472	4522
Polygraph Examiner III	3792	3979	4165	4358	4541	4822	4919	0000	0000	0000
Security Officer	2278	2364	2463	2551	2649	2796	2852	0000	0000	0000
Security Officer	2376	2478	2579	2676	2779	2937	2995	0000	0000	0000
Sergeant										

Section 310.TABLE Q RC-033 (Meat Inspector, 1FPE)

Effective: July 1, 1998

	S T E P S						
	1	2	3	4	5	6	7
Meat and Poultry Inspector Trainee	2025	2098	2178	2255	2336	2466	2514
Meat and Poultry Inspector	2307	2406	2504	2598	2698	2851	2908

NOTE: Longevity Pay - The Step 7 rate shall be increased by \$25.00 per month for those employees who have attained 10 years of continuous service and have 3 or more years of creditable service on Step 7 in the same pay grade. The Step 7 rate shall be increased \$50.00 a month for those employees who have attained 15 years of continuous service and have 3 or more years of creditable service on Step 7 in the same pay grade.

Section 310.TABLE R RC-042 (Residual Maintenance Workers, AFSCME)

Effective July 1, 1998

	S T E P S									
	1a	1b	1a	1	2	3	4	5	6	7
Building/Grounds Laborer	1773	1826	1967	2026	2110	2188	2277	2362	2442	2579
Building/Grounds Lead I	1973	2032	2150	2215	2307	2406	2504	2598	2698	2851
Building/Grounds Lead II	2134	2198	2354	2425	2537	2647	2755	2868	2975	3152
Building/Grounds Maintenance Worker	1925	1983	2060	2122	2212	2295	2391	2477	2572	2715
Intermittent Laborer (Maintenance)	10.87	11.19	12.06	12.42	12.93	13.41	13.96	14.48	14.97	15.81
Race Track Maintainer I	1960	2019	2150	2215	2307	2406	2504	2598	2698	2851
Race Track Maintainer II	2209	2275	2354	2425	2537	2647	2755	2868	2975	3152
Refrigeration & Air Conditioning Repairer	2239	2306	2354	2425	2537	2647	2755	2868	2975	3152

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310.TABLE S HR-012 (Fair Employment Practices Employees, SEIU)

Effective: July 1, 1998

	S T E P S						
	1	2	3	4	5	6	7
Account Technician I	1941	2025	2098	2178	2255	2336	2466
Account Technician II	2122	2212	2295	2391	2477	2572	2715
Data Processing Assistant	1740	1799	1863	1926	1989	2055	2165
Data Processing Operator	1575	1628	1681	1728	1787	1835	1930
Data Processing Operator Trainee	1490	1531	1575	1627	1674	1720	1799
Human Rights Investigator I	2354	2463	2570	2675	2784	2888	3060
Human Rights Investigator II	2593	2717	2843	2962	3083	3208	3399
Human Rights Investigator III	2733	2866	2999	3135	3264	3394	3596
Human Rights Specialist I	2322	2421	2522	2636	2736	2842	3007
Human Rights Specialist II	2546	2664	2785	2902	3022	3144	3329
Office Aide	1490	1531	1575	1627	1674	1720	1799
Office Assistant	1683	1740	1796	1858	1916	1978	2078
Office Associate	1799	1868	1935	2009	2073	2144	2258
Office Clerk	1575	1628	1681	1728	1787	1835	1930
Office Coordinator	1868	1938	2014	2086	2164	2238	2356
Technical Advisor II	2815	2952	3089	3229	3362	3496	3704
Technical Advisor III	3311	3481	3649	3819	3993	4159	4418

Section 310. TABLE T HR-010 (Teachers of Deaf, IFT)

ACADEMIC YEAR SCHEDULE
EFFECTIVE AUGUST 16, 1998

LANE	EDUCATIONAL LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	BA							
	1(a)	25,423	26,818	28,262	29,699	31,220	32,669	35,835
	1(b)	24,212	25,541	26,916	28,285	29,733	31,113	34,129
2	BA + 8 Hours							
	2(a)	26,211	27,641	29,160	30,674	32,251	33,777	37,004
	2(b)	24,963	26,325	27,771	29,213	30,715	32,169	35,242
3	BA + 16 Hours							
	3(a)	26,906	28,490	30,085	31,655	33,171	34,841	38,203
	3(b)	25,625	27,133	28,652	30,148	31,591	33,182	36,384
4	BA + 24 Hours							
	4(a)	27,661	29,317	30,972	32,617	34,300	35,939	39,435
	4(b)	26,344	27,921	29,497	31,064	32,667	34,228	37,557
5	MA							
	5(a)	28,501	30,167	31,855	33,581	35,325	36,994	40,601
	5(b)	27,144	28,730	30,338	31,982	33,643	35,232	38,668
6	MA + 16 Hours							
	6(a)	29,178	30,858	32,558	34,293	36,048	37,724	41,388
	6(b)	27,789	29,389	31,008	32,660	34,331	35,928	39,417
7	MA + 32 Hours							
	7(a)	30,065	31,749	33,465	35,215	36,983	38,670	42,396
	7(b)	28,633	30,237	31,871	33,538	35,222	36,829	40,377

NOTE: Educators who possess bilingual skills shall be paid off of the (a) range of the lane. Educators who do not possess bilingual skills shall be paid off of the (b) range of the lane.

Section 310.TABLE U HR-010 (Teachers of Deaf, Extracurricular Paid Activities)

August 16, 1998

Mo.

CLASSIFICATION I

High School Head Coaches:

Basketball - Boys	2412
Basketball - Girls	2412
Football	2412
Volleyball	2412
Wrestling	2412

Junior Class Sponsors	2412
Senior Class Sponsors	2412

CLASSIFICATION II

High School Head Coaches:

Track - Boys	1522
Track - Girls	1522

High School Assistant Coaches:

Basketball - Boys	1522
Basketball - Girls	1522
Football	1522
Volleyball	1522
Wrestling	1522

Junior High School Head Coaches:

7th Grade Basketball - Boys	1522
8th Grade Basketball - Boys	1522
7th Grade Basketball - Girls	1522
8th Grade Basketball - Girls	1522
Track - Boys	1522
Track - Girls	1522
Volleyball	1522
Wrestling	1522

Cheerleader Sponsors:

High School Basketball	1522
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CLASSIFICATION III

High School Assistant Coaches:

Track - Boys	959
Track - Girls	959

Junior High School Assistant Coaches:

Track - Boys	959
Track - Girls	959
Volleyball	959
Wrestling	959

Football Cheerleading Sponsor	959
High School Lunchroom Supervisor	959
High School Yearbook Advisor	959
Junior High School Cheerleading Sponsor	959
Junior High School Lunchroom Supervisor	959

CLASSIFICATION IV

K - 5 Dance/Drama Club	728
6 - 8 Dance/Drama Club	728
G.A.L.S. Advisor	728
High School NAD/IAD Advisor	728
Junior High School NAD/IAD Advisor	728
Vocational Club Advisor	728

CLASSIFICATION V

ABC Reading Advisor	562
Brownie Leader	562
Cub Scout Leader	562
Elementary Sign Class	562
Girl Scout Leader	562
Illinois Advance #1 Position	562
Illinois Advance #2 Position	562
Illinois Advance #3 Position	562
Illinois Advance #4 Position	562
Public Speaking Advisor	562
Science Club	562
Special Olympics Coach	562
Student Council Advisor	562

SCOREKEEPERS AND TIMERS: Per Event

Basketball	34
Football (Timer only)	34
Volleyball	29
Wrestling	34

TICKET SELLERS 24

Section 310. TABLE V CU-500 (Corrections Meet and Confer Employees)

Effective July 1, 1998

	S T E P S										
	1c	1b	1a	1	2	3	4	5	6	7	
Commissary Manager II	1748	1798	1851	1904	1976	2045	2121	2187	2260	2377	
Correctional Casework Supervisor	3008	3096	3188	3282	3443	3603	3771	3932	4091	4338	
Correctional Lieutenant	2705	2784	2866	2951	3092	3233	3377	3514	3652	3867	
Corrections Clerk III	2451	2524	2598	2674	2795	2920	3041	3164	3290	3480	
Corrections Food Service Supervisor III	2705	2784	2866	2951	3092	3233	3377	3514	3652	3867	
Corrections Identification Supervisor	2569	2644	2722	2803	2934	3067	3194	3322	3455	3658	
Corrections Industry Supervisor	2705	2784	2866	2951	3092	3233	3377	3514	3652	3867	
Correctional Laundry Manager II	2569	2644	2722	2803	2934	3067	3194	3322	3455	3658	
Corrections Maintenance Supervisor	2451	2524	2598	2674	2795	2920	3041	3164	3290	3480	
Corrections Residence Counselor II	2451	2524	2598	2674	2795	2920	3041	3164	3290	3480	
Corrections Supply Supervisor III	2705	2784	2866	2951	3092	3233	3377	3514	3652	3867	
Property and Supply Clerk III	1748	1798	1851	1904	1976	2045	2121	2187	2260	2377	
Storekeeper III	2138	2201	2266	2333	2428	2530	2631	2727	2830	2988	
Youth Supervisor IV	2705	2784	2866	2951	3092	3233	3377	3514	3652	3867	

Section 310. TABLE W RC-062 (Technical Employees, AFSCME)

Effective July 1, 1998

Salary Grade	Step 1c	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
62-8	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
62-9	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
62-10	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
62-11	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
62-12	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
62-13	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
62-14	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
62-15	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
62-16	2330	2400	2472	2546	2664	2785	2902	3022	3144	3329
62-17	2444	2517	2593	2671	2799	2928	3051	3175	3304	3501
62-18	2576	2653	2733	2815	2952	3089	3229	3362	3496	3704
62-19	2716	2797	2881	2967	3119	3265	3417	3561	3710	3934
62-20	2870	2956	3045	3136	3293	3448	3611	3767	3922	4162
62-21	3030	3121	3215	3311	3481	3649	3819	3993	4159	4418
62-22	3203	3299	3398	3500	3682	3863	4044	4231	4409	4682
62-23	3398	3500	3605	3713	3910	4110	4304	4503	4699	4993
62-24	3616	3724	3836	3951	4161	4378	4589	4801	5017	5332

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310. TABLE X RC-063 (Professional Employees, AFSCME)

Effective July 1, 1998

Salary Grade	Step 1c	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
63-13	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
63-14	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
63-15	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
63-16	2330	2400	2472	2546	2664	2785	2902	3022	3144	3329
63-17	2444	2517	2593	2671	2799	2928	3051	3175	3304	3501
63-18	2576	2653	2733	2815	2952	3089	3229	3362	3496	3704
63-19	2716	2797	2881	2967	3119	3265	3417	3561	3710	3934
63-20	2870	2956	3045	3136	3293	3448	3611	3767	3922	4162
63-21	3030	3121	3215	3311	3481	3649	3819	3993	4159	4418
63-22	3203	3299	3398	3500	3682	3863	4044	4231	4409	4682
63-23	3398	3500	3605	3713	3910	4110	4304	4503	4699	4993

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310. TABLE Y RC-063 (Educator, AFSCME)

Effective July 1, 1998

LANE	EDUCATIONAL LEVEL	S T E P S									
		1c	1b	1a	1	2	3	4	5	6	7
1	BA	2501	2576	2653	2733	2861	2987	3123	3286	3438	3729
2	BA + 8 Hours	2569	2646	2725	2807	2936	3067	3228	3394	3556	3854
3	BA + 16 Hours	2628	2707	2788	2872	3010	3164	3331	3491	3669	3979
4	BA + 24 Hours	2689	2770	2853	2939	3086	3259	3431	3609	3783	4110
5	MA	2758	2841	2926	3014	3173	3353	3533	3718	3895	4233
6	MA + 16 Hours	2808	2892	2979	3068	3247	3426	3608	3795	3972	4317
7	MA + 32 Hours	2895	2982	3071	3163	3340	3524	3708	3893	4072	4422

Section 310. TABLE Z RC-063 (Physicians, AFSCME)

Effective July 1, 1998

	Physician	S T E P S								
		1c	1b	1a	1	2	3	4	5	6
	Physician	5565	5732	5904	6081	6430	6783	7133	7486	7834
	Physician Specialist Option A	5884	6061	6243	6430	6828	7226	7625	8021	8418
	Physician Specialist Option B	6421	6614	6812	7016	7436	7857	8279	8699	9121
	Physician Specialist Option C	7169	7384	7606	7834	8302	8771	9238	9705	10173
	Physician Specialist Option D	8027	8268	8516	8771	9238	9705	10173	10642	11109
	Physician Specialist Option E	8509	8764	9027	9298	9792	10288	10784	11281	11775

NOTE: Employees subject to the alternative pension formula will be paid at rates that are 3% higher than those stated above.

Section 310.Appendix B Schedule of Salary Grades - Monthly Rates of Pay for Fiscal Year 1999

Salary Grade	Step 1c	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	1323	1363	1404	1446	1490	1531	1575	1625	1668	1746
2	1364	1405	1447	1490	1531	1575	1627	1674	1720	1799
3	1401	1443	1486	1531	1575	1628	1677	1724	1774	1865
4	1441	1484	1529	1575	1628	1681	1728	1787	1835	1930
5	1490	1535	1581	1628	1683	1739	1794	1847	1901	1995
6	1540	1586	1634	1683	1740	1796	1858	1916	1978	2078
7	1592	1640	1689	1740	1799	1863	1926	1989	2055	2165
8	1647	1696	1747	1799	1868	1935	2009	2073	2144	2258
9	1710	1761	1814	1868	1938	2014	2086	2164	2238	2356
10	1776	1829	1884	1941	2025	2098	2178	2255	2336	2466
11	1854	1910	1967	2026	2110	2188	2277	2362	2442	2579
12	1942	2000	2060	2122	2212	2295	2391	2477	2572	2715
13	2026	2087	2150	2215	2307	2406	2504	2598	2698	2851
14	2124	2188	2254	2322	2421	2522	2636	2736	2842	3007
15	2218	2285	2354	2425	2537	2647	2755	2868	2975	3152
16	2330	2400	2472	2546	2664	2785	2902	3022	3144	3329
17	2444	2517	2593	2671	2799	2928	3051	3175	3304	3501
18	2576	2653	2733	2815	2952	3089	3229	3362	3496	3704
19	2716	2797	2881	2967	3119	3265	3417	3561	3710	3934
20	2870	2956	3045	3136	3293	3448	3611	3767	3922	4162

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21	3030	3121	3215	3311	3481	3649	3819	3993	4159	4418
22	3203	3299	3398	3500	3682	3863	4044	4231	4409	4682
23	3398	3500	3605	3713	3910	4110	4304	4503	4699	4993

Schedule of Salary Grades (Alternative Retirement Formula only) - Monthly Rates of Pay for Fiscal Year 1999

Salary Grade	Step 1c	Step 1b	Step 1a	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1a	1363	1404	1446	1489	1535	1577	1622	1674	1718	1798
2a	1405	1447	1490	1535	1577	1622	1676	1724	1772	1853
3a	1443	1486	1531	1577	1622	1677	1727	1776	1827	1921
4a	1484	1529	1575	1622	1677	1731	1780	1841	1890	1988
5a	1535	1581	1628	1677	1733	1791	1848	1902	1958	2055
6a	1586	1634	1683	1733	1792	1850	1914	1973	2037	2140
7a	1640	1689	1740	1792	1853	1919	1984	2049	2117	2230
8a	1696	1747	1799	1853	1924	1993	2069	2135	2208	2326
9a	1761	1814	1868	1924	1996	2074	2149	2229	2305	2427
10a	1829	1884	1941	1999	2086	2161	2243	2323	2406	2540
11a	1910	1967	2026	2087	2173	2254	2345	2433	2515	2656
12a	2000	2060	2122	2186	2278	2364	2463	2551	2649	2796
13a	2087	2150	2215	2281	2376	2478	2579	2676	2779	2937
14a	2188	2254	2322	2392	2494	2598	2715	2818	2927	3097
15a	2285	2354	2425	2498	2613	2726	2838	2954	3064	3247
16a	2400	2472	2546	2622	2744	2869	2989	3113	3238	3429

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17a	2517	2593	2671	2751	2883	3016	3143	3270	3403	3606
18a	2653	2733	2815	2899	3041	3182	3326	3463	3601	3815
19a	2797	2881	2967	3056	3213	3363	3520	3668	3821	4052
20a	2956	3045	3136	3230	3392	3551	3719	3880	4040	4287
21a	3121	3215	3311	3410	3585	3758	3934	4113	4284	4551
22a	3299	3398	3500	3605	3792	3979	4165	4358	4541	4822
23a	3500	3605	3713	3824	4027	4233	4433	4638	4840	5143

Section 310.Appendix C - Medical Administrator Rates for Fiscal Year 1999

Title	Minimum Salary	Midpoint Salary	Maximum Salary
Medical Administrator I, Option C	7,050	8,577	10,104
Medical Administrator I, Option D	7,873	9,443	11,013
Medical Administrator II, Option C	7,618	9,173	10,728
Medical Administrator II, Option D	8,749	10,372	11,995
Medical Administrator III	9,059	10,838	12,617
Medical Administrator IV	9,206	10,985	12,764
Medical Administrator V	9,354	11,135	12,916

The rates of pay for physicians occupying or appointed to a position in the Medical Administrator classes shall be as listed in the above schedule. All provisions of Subpart C of the Pay Plan, Merit Compensation System will apply to the Medical Administrator positions.

Section 310.Appendix D - Merit Compensation System Salary Schedule for Fiscal Year 1999

<u>Salary Range</u>	<u>Minimum Salary</u>	<u>Midpoint Salary</u>	<u>Maximum Salary</u>
MC 01	1,867	2,530	3,193
MC 02	1,948	2,659	3,370
MC 03	2,041	2,813	3,585
MC 04	2,134	2,945	3,756
MC 05	2,240	3,116	3,992
MC 06	2,354	3,275	4,196
MC 07	2,478	3,472	4,466
MC 08	2,612	3,683	4,754
MC 09	2,760	3,888	5,016
MC 10	2,916	4,141	5,366
MC 11	3,080	4,396	5,712
MC 12	3,270	4,691	6,112
MC 13	3,492	5,014	6,536
MC 14	3,735	5,383	7,031
MC 15	4,009	5,771	7,533
MC 16	4,291	6,201	8,111
MC 17	4,631	6,692	8,753
MC 18	4,991	6,983	8,975
MC 19	5,391	7,287	9,183

Section 310.Appendix G Broad-Band Pay Range Classes Salary Schedule for Fiscal Year 1999

Title	Minimum Salary	Maximum Salary
Human Resources Representative	1,948	3,755
Human Resources Specialist	2,240	4,466
Public Service Administrator	2,612	5,709
Senior Public Service Administrator	3,599	8,457



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